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ORD-3324-67

9 JUN 1967

MEMORANDUM FOR: Director of Personnel

ATTENTION : Chief/Position Management and Compensation
Division/OP

THROUGH : Deputy Director for Science and Technology

SUBJECT : Establishment of a New Position, Administrative
Staff/Office of Research and Development

1. The Office of Research and Development requests that a new position be established for the Administrative Staff/ORD. The new position title would be Administrative Assistant with a grade of GS-07 and a planned incumbency of one. The planned incumbency of position number 0130 will be reduced by one in order to remain within authorized personnel ceilings.
2. The establishment of this position is intended to more accurately reflect the responsibilities and duties of the incumbent. These include:
 - a. Recording Secretary for the Career Service Panel.
 - b. General office management, supervision of clerical staff for the Administrative Office.
 - c. Assistant Training Officer.
 - d. Assistant Top Secret Control Officer.
 - e. Assistant Personnel Officer.
 - f. T&A Clerk.
3. Requirements for the position include some experience in the above areas of responsibility and as a minimum must meet Agency requirements for typing and shorthand.

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4. currently occupying position number
0130, shall be reassigned to this new position.

25X1

Director of Research and Development

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AO/ORD/DD/S&T/ (2 June 1967)

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